

The POLL WATCHER

October 31, 2020

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DON'T FORGET TO
VOTE EARLY IF YOU'RE
ASSIGNED OUT OF
YOUR HOME
PRECINCT.

From the Directors – Paulette and Jane & Staff

We still have a few poll workers who need to take the online training. It is mandatory that anyone who works the polls for this Election takes the training course. Please contact Jane at zimmermann@richlandcountyoh.gov if you have problems with accessing the online training. One problem we've noticed is that the browser you use may be an issue. If it doesn't work in Chrome, please try Internet Explorer, or vice-versa. You will be paid the same amount for your online training as you would have been paid for the in-person training.

Please remember that all PEO's (poll workers) must wear face masks all day at the polls. If you have a medical reason why you cannot, please talk to Jane or Paulette. We have verified this requirement with our County Prosecutor, and we are within our rights and responsibilities to require this of our employees, including poll workers. We're all going to be busy enough on Election Day – please don't force us to be the "Mask Police" or the "Food Police". We're all adults and can follow the rules and laws, and take responsibility. Please let us know as soon as possible if any of your workers do not show up on Election morning.

Observers must also wear masks, or they can be asked to leave by the VLM (Voting Location Manager), or the Director or Deputy Director. If you have an Observer who will not comply with this requirement, please contact the board office. Remember that Observers only need to be sworn in once. If they leave and come back later, just remind them that they're still under oath.

At this point, we have had over 38,000 voters either vote early in-person, or request an absentee ballot by mail. We have a total of 82,764 registered voters in Richland County. We expect to hit close to 50% of our voters having already voted by Election Day. We are predicting about a 75% turnout, so that would mean a total of 62,073 voters. If we have already voted approximately 40,000 by Tuesday, that means that only 22,073 would be casting their ballots at the polls!

We did receive an update from our County Prosecutor on the question of Firearms/Weapons at polling places. He has informed us that we can place a sign on the entrance door of each location stating that no firearms or weapons can be brought into the polling places. The VLM for each location will receive a sign in their packet of last minute materials on Monday when they pick up their supplies. The instruction still stands that you should call 911 if you, your workers, or your voters feel threatened or intimidated in any way.

If you came to training, and have not been assigned yet, please be available to work yet. We traditionally get many cancellations during the last weekend before the Election, and even through Monday evening and Tuesday morning. Sometimes, workers become ill, or have a family emergency at the last minute. We may be calling you as late as Tuesday morning very early to fill in for us! We appreciate all your efforts to attend the many training sessions. You will receive your pay for the training at least, even if you aren't called to work.

For new PJ's who have never returned the supplies on Election night after the polls close, enter the Longview Center through the east entrance driveway and come around to the back down the small hill. There will be two drop off lines – get in either line and the workers will unload your vehicle. You will hand them the large blue ballot bag with all the ballots and the accountability/chain of custody form signed by all your workers. Then you will exit out the west entrance driveway.

One last reminder–please make sure you return every memory stick from every voting machine!!!

VLM/PJ LAST MINUTE REMINDERS FOR NOVEMBER 3rd, 2020

- ✚ Workers in all precincts should ask voters for their ID, name and address. Please remember that in a General Election, all candidates and issues are on the same ballot. You do not ask party affiliation in a General Election!
- ✚ Workers should keep their phone ringers on silent or vibration mode. Texting should be limited by the poll workers. Of course they may respond to an emergency or check on their families, but please do not allow constant use of their cell phones or other devices. Make sure voters are promptly and politely processed.
- ✚ If a name cannot be located in the EP database from scanning a license, be sure to manually enter the name instead of just declaring that the voter is not registered.
- ✚ If you start getting low on paper ballots, please notify your Rover or our office immediately so that we can print more and bring them out to you.
- ✚ 10 Precincts – Man 1-D, 2-D, 2-F, 3-E, Blmg, Miff-A Mon-B, Lex-E, Wash-F and Weller have “Confidential” Voters – which are law enforcement officers or public officials who don’t want their home address to be publicized. If your precinct has any of these types of voters, you will receive a notice in your EP case on how to process these voters.
- ✚ The only persons allowed in the polling place are the workers, the voters, Rovers and/or Board of Elections Representative, media, registered Observers, a person to assist a voter, if necessary, and a voters’ minor child/children, and people checking the 11 and 4 o’clock lists. Poll Workers’ spouses should not be present, unless they are just assisting with carrying the equipment/supplies into or out of the polling location.
- ✚ A voter may have anyone of their choice assist them in voting, as long as the voter actually touches the square next to the candidates’ names or issue choices. A candidate, an employer/boss or union representative may not assist a voter. A minor child may remain with the voter while he/she is casting their vote.
- ✚ Voters need to keep printing their ballot until the “Cast Ballot” tab appears. Once they hit Cast Ballot, they will be finished and can remove the card. If they remove their card prior to this, you should have them re-insert their voter card to finish.
- ✚ Make sure to completely fill out your Accountability/Chain of Custody Form at the end of the day and seal it in your large blue ballot bag to be handed to the Board of Elections Representative upon returning the equipment and supplies to the Board.
- ✚ If you have trouble with your machines, remember that you can always issue paper ballots.
- ✚ Voters should not wear any campaign clothing, buttons, etc. to the polls. If a voter has campaign apparel on, or a button/sticker, you should ask them to cover it, or remove it, if feasible. Campaign articles of clothing in relationship to a candidate or issue not on the ballot for this election is permissible. If the voter refuses, you must still let them vote – just make a note of it to inform our office of the situation.
- ✚ Each precinct should count your number of memory sticks that you remove and place in the small blue Election night bag, which is then sealed in the large blue ballot bag. The number of memory sticks has to match the number of ICX units that you were issued! The number of sticks should be on the small plastic baggie in which you’ll place the memory sticks.
Verify! Verify! Verify!
- ✚ Wide double surge protectors for the EPs are in the Supply Bag. Use the single for the ICXs.
- ✚ 2 workers, one of each party, can sign the zero and the final reports, as well as any rolls which are removed for a paper change. Of the three final reports, only the first needs to be signed.
- ✚ There are Observers registered at all precincts for this Election. Please administer the Oath of Office to them and have them read the Code of Conduct for Observers, which is in the top of your EP case. Observers must wear a mask, or the VLM or Director/Deputy Director can ask them to leave.
- ✚ The EP’s are now able to trigger an audio voter access card for sight-impaired voters.
- ✚ All Poll Workers must wear a mask, unless there is a medical reason why you cannot. If that’s the case, please discuss this with Paulette or Jane.
- ✚ If a voter enters your polling place without a mask, the proper protocol is to first offer them a mask. If they refuse, offer to allow them to vote curbside. If they still refuse, you must allow them to vote. Process them quickly to get them in and out of the polling place as fast as possible.
- ✚ If someone comes into your polling place to vote and their status shows either requesting, or having voted an absentee ballot, they must vote a Provisional ballot.
- ✚ If a voter brings a voted absentee ballot to your polling place, you cannot accept it. Inform the voter that they must return it to the Board of Elections office by 7:30 p.m. on Election Day in order for it to count.

Election Day ICX Procedures 5:30 a.m. – 6:00 a.m.

The following tasks are to be completed before polls open at 6:30 a.m. The Presiding Judge will determine the order and job assignments.

1. Prepare ICX Voting Machines.

A. Check and Remove Seals. Match red and green seals in rear of tablet on all machines to those on the accountability sheet. If they do not match, contact rover and the BOE office. If they match, remove **red** seal (see photo below) and open power compartment.

B. Power Up ICX Voting Machine. Push in the black power button and release it to turn on ICX.

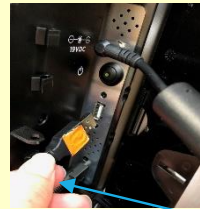
Tear to
break seal



POWER
BUTTON

C. Connect Printer. From behind the ICX, find the two wires coming from the printer. One has a yellow end and the other is a USB plug with an orange sticker/paint. Plug the USB into the USB port in the **POWER** compartment with the orange sticker facing out.

PRINTER
WIRES



USB
PLUG

Next, find the short wire coming out of the **POWER** compartment with the silver end and plug it into the printer wire with the yellow end. Make sure it goes fully into the yellow piece. Then screw the black cap onto the yellow end. Open the printer door with key to check the connection. If the light is green, it is good. If not, make sure the two wires are pushed together completely, and the other end of the black wire is fully pushed in at its connection to the tablet. Close printer door.

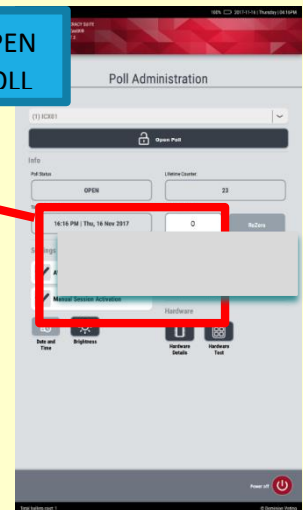


D. Print and Sign Zero Report – Insert a Poll Worker Card (found in small Election Night bag) into card reader. Enter supervisor code.

- 1) Confirm or modify time and date.
- 2) Under "Settings", make sure the boxes for the AVS Controller and Manual Session Activation are check-marked on the screen.
- 3) Touch "Open Poll" button. Dialog box will open to confirm.
- 4) Touch "yes". Report will automatically print. (See instructions on last page if printing does not occur)
- 5) Confirm paper report and "Total Ballots Cast" in lower left-hand corner of ICX screen are both zero.

Total Ballots Cast = 0

OPEN
POLL



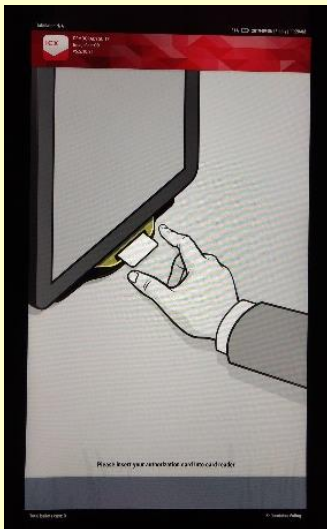
6) Open printer with key. A Republican and a Democrat must confirm by signing at the bottom on dotted line marked "Election Official".

7) Touch "OK" in Dialog Box. Screen will change. Remove PW card.



F. Secure ICX for Voting – Screen should look like photo below if ready for voting.

- 1) Close the printer cover and remove key.
- 2) Secure the **POWER** compartment with a new red seal. They are found in the blue bag labeled "Paper Roll Bag". Gently close door until clasp is accessible. Thread seal through from the bottom and fasten as shown below.



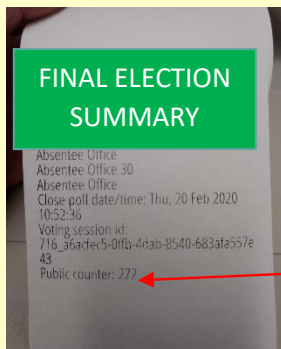
2. **Signs and Flags.** For each voting location, place two flags 100 ft. from the voting location entrance to define the "no-campaigning" area. Position any "Vote Here" signs in appropriate locations.
3. **Oath of Office:** The Voting Location Manager (VLM) or the Presiding Judge (PJ) is to administer the oath to all the workers in their precinct before the polls open at 6:30 a.m.
4. **Prepare Electronic Pollbook:** On the Electronic Pollbook (EP), tap "OPEN POLLS" button and enter the password. Do not process any voters until 6:30 a.m.

Troubleshooting Printer:

- 1) If green light is off: check to make sure wire connections are secure.
- 2) If green light is on:
 - Open printer and lift the lever at bottom to release the printer cover.
 - Pull the plastic arm covering the blue take-up spool at the top of the printer, down.
 - Pull the spool out and then push it back into its cradle, "clicking" it into place. Put the plastic arm back in place.
 - Close the printer cover by pressing on the two sides until you hear it "click". Take up any slack in the paper roll. Close printer door and try to print.

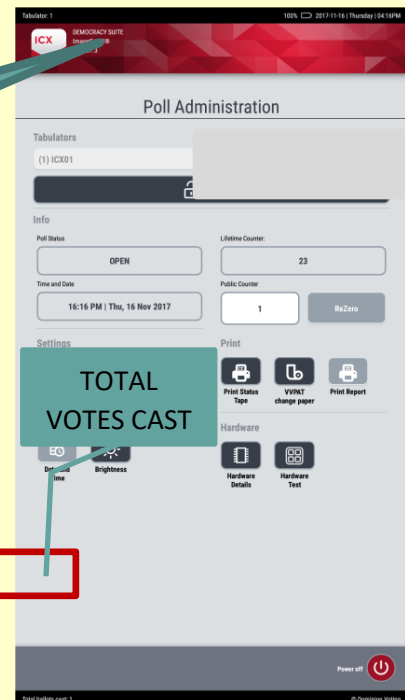
Closing Procedures (7:30 p.m. – 8:00 p.m.)

1. **Closing Time.** At 7:30 p.m., and after the last voter in line has voted, it is time to close the polls.
2. **Turn Off and Pack Up Electronic Pollbooks (EPs).**
 - a. Press Close the Polls. Confirm.
 - b. Write the stats onto the Accountability Sheet.
 - c. Write the number of RE-ISSUES & VOIDED PAPER BALLOTS onto the Accountability Sheet.
 - d. Turn off and pack up EP paying close attention to the diagram in the EP Case.
3. **Secure Paper Ballots.** Place the red ballot bag and all unused paper ballots in the Large Blue Ballot Bag.
4. **Print Three ICX Reports.** Only the first needs to be signed and labelled. Follow the directions carefully to ensure the reports are done properly.
 - a. Insert Poll Worker card. Enter supervisor password. Select “Admin Menu” to get screen shown below.
 - b. The Presiding Judge will need to write the “**Total Ballots Cast**” stat from the bottom left of each ICX screen onto the Accountability Sheet.
 - c. Touch “**Close Polls**”, then “Confirm”. The first report will immediately begin to print. Once done, open printer. Both a Republican and a Democrat must sign the report on the dotted signature lines.
 - d. Close printer door. Touch **OK**. Printer will add a final election summary to the first report. Once done, open door and lightly draw a line beneath it to mark the end of the first report.



DRAW LINE

CLOSE
POLL



PRINT
REPORT

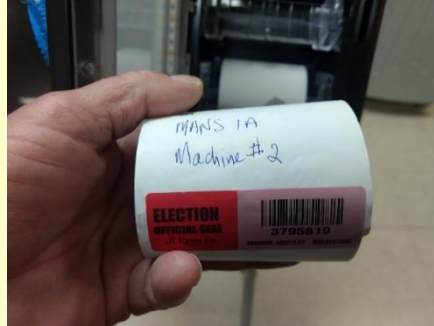
Report"
Report"
"OK" to

- e. Close Printer Door. Find “**Print Report**” button on screen. Press. Touch “Print in dialog box. Second report will print. It is not necessary to sign it. Press “Print again to print third report. When dialog box reappears on the screen, press end printing.

5. Remove Second & Third Reports:

- a. Open printer housing. Flip up blue lever to release the printer cover. Pull out a fingers length of paper and tear across. Pull down the plastic arm covering the blue take-up spool and pull the paper off the spool until the next set of signature lines are revealed. Tear below them. This will be your third report. Tape to the polling place entrance for public viewing. This report does NOT need to be signed.
- b. Continue to pull the paper off the spool until the line drawn at the end of the first report. Tear there for your second report. Place in the Small Election Night Bag. This report does NOT need to be signed.
- c. Press the red **POWER OFF** button on bottom right side of screen. Touch “Yes” to confirm power off. Remove Poll Worker Card and return to Presiding Judge.

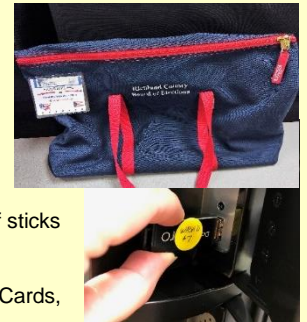
- 6. Label & Save First Report.** Obtain a tamper evident sticker from the “Paper Roll Bag”. Remove the blue take-up spool, with the first report, from the printer. Roll up paper and pull spool apart. Tape the loose end with the sticker and write “precinct” and “machine #” on roll as shown below. Put into the “Paper Roll Bag”. Replace the plastic spool into printer housing, raise the plastic arm, and click down the printer cover. Close printer housing and lock. Return printer key to Presiding Judge.



- 7. Seal First Reports in Paper Roll Bag.** After the labeled and marked first reports from all your ICX machines are in the bag, seal the zippers of the bag with the **red plastic seal** found in the bag.

8. PJ & PA Remove Memory Stick:

- Get Memory Stick bag (small plastic bag) from Small Election Night bag. Break the **green seal** on the **RESULTS** compartment on the backside of the ICX. Open door and remove memory stick. Match memory stick label to machine label. (*Report any discrepancy to the BOE office and fill out an Incident Log form*). Put all memory sticks into the Memory Stick plastic bag. The number on the bag should match the number of sticks put into the bag.
- Place plastic bag with Memory Sticks into small Election Night bag, *along with* all Voter Cards, Poll Worker Cards, and Printer Keys. Put into Blue Ballot Bag.



7. Pack up ICX Machine:

- Match case label to machine label. Lay case on its back with its legs in front of ICX. Open the case.
- Disconnect printer, remove from ICX, and lay face down into case. Put the small rectangular foam pad (shown below) over top of the exposed printer bracket.
- If machine has an ATI device, disconnect box and headphones, and place into its compartment as shown below.
- Disconnect power plug from transformer box. Leave box connected to ICX and place both in case as shown.



PLACE ATI DEVICE
HEADPHONES

PRINTER

FOAM PAD: LAY ON
TOP OF PRINTER

PLACE POWER CORD
& TRANSFORMER
BOX HERE



If the ICX machines were delivered, they will be picked up. Leave all in one spot, out of the way but plainly visible.

8. **Miscellaneous Tasks:** Bring in flags and any "Vote Here" Signs. Remove all postings from walls except the third report to be left in the polling place entrance for public viewing. Disassemble and pack away sign boards on tripod display. Directions for these signboards are in the top of its canvas bag. Squeeze Cardboard Sign Boards in the middle to collapse them. Then they can be folded along the creases. Disassemble Sneeze Guards and carefully lay on top of the box they came in.

Final Checklist

- Confirm the Paper Roll Bag with the first reports has been sealed with the seal provided in the bag.
- Confirm all memory sticks are in the small Election Night Bag. Place INTO the Large Blue Ballot Bag.
- Confirm that all Poll Workers have signed the front of the Accountability Sheet. The Presiding Judge and the Presiding Assistant should also have signed the back of the Accountability Sheet. Place into the Blue Ballot Bag.
- Confirm all the Small Election Night Bag with all memory sticks, the Red Ballot Bag, and all unused ballots have been put INTO the Large Blue Ballot Bag.
- With all contents confirmed, seal the Large Blue Ballot Bag with seal marked "Blue Ballot Bag Return Seal".



9. **Deliver Materials to Board of Elections.** The Presiding Judge and the Presiding Assistant return everything to the Board of Elections Office and personally hand the **LARGE BLUE BALLOT BAG** to the Elections Official in the parking lot. Equipment handlers will unload all other equipment and supplies from your vehicle. Our Board has passed a motion allowing the PA to follow the PJ in a separate car if preferred, due to the pandemic.

Election Calendar

Early Voting Schedule – Lower Classroom

Saturday, October 31st, early voting hours - 8:00 a.m. until 4:00 p.m.

Sunday, November 1st, early voting hours - 1:00 p.m. until 5:00 p.m.

Monday, November 2nd, early voting hours - 8:00 a.m. until 2:00 p.m.

Facebook: <https://www.facebook.com/richlandcountyboe/>

Email: boardofelections@richlandcountyoh.gov

Website: <https://www.richlandcountyoh.gov/>

Twitter - [@RichlandBOE](https://twitter.com/RichlandBOE)

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